

A THUMBNAIL SKETCH OF

BURBANK



INCORPORATED 1911

CITY OF BURBANK

**CITY OF PEOPLE, PRIDE, AND
PROGRESS**

**A Thumbnail Sketch -
YOUR MUNICIPAL GOVERNMENT**

December 2012

FORWARD

This booklet was prepared and is maintained in response to many requests for a brief summary of the government of the City of Burbank, its functions and activities.

It is our hope that the general information it contains will be helpful to the many students, new citizens of the community, and others who have an interest in local government and their community.

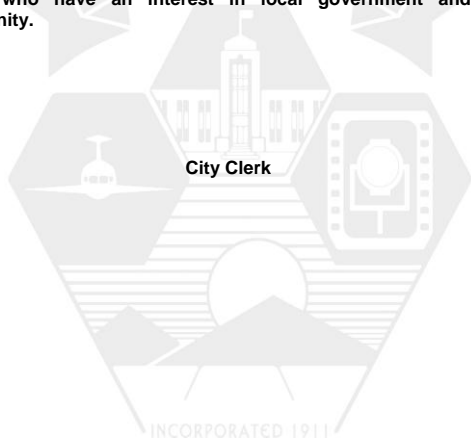


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FACTS AND FIGURES

INCORPORATED July 8, 1911
CHARTER EFFECTIVE January 13, 1927
FORM OF GOVERNMENT Council-City Manager
NAMED FOR.....Dr. David Burbank, a dentist and early owner of ranch
property located where the City now stands.
LOCATIONEastern part of the San Fernando Valley, 12 miles from
the City of Los Angeles.
AREA..... 17.135 square miles
CLIMATE Average Temperature: 62.8°F
RAINFALLAverage rainfall: 12.1"
ELEVATION:484 to 957 feet above sea level
HUMIDITYAverage humidity: 61%
NUMBER OF EMPLOYEES 1,505
POPULATIONApproximately 104,304
REGISTERED VOTERS..... 59,961 as of November 2012
ASSESSED VALUATION (Fiscal Year 2011-12).....\$18,155,915,195

LEGISLATIVE REPRESENTATIVES

Congressional District 27
U. S. Representative Brad Sherman

Congressional District 29
U. S. Representative Adam B. Schiff

Senate District 21
State Senator Carol Lui

Assembly District 43
State Assemblyman Mike Gatto

A CAPSULE HISTORY

THE DONS—

Much of the area which is now the City of Burbank was a portion of the Rancho San Rafael, a land grant made by the Spanish government in 1798 to one Jose Maria Verdugo as a reward for military service. Upon his death, the land was inherited by his two children, Julio, a son, and Catalina, a daughter, who held the land in common until the time of the American occupation which began in 1847 with the signing of the Treaty of Cahuenga ending the Mexican War in California. The Land Commission created by Congress confirmed the claim of the Verdugos to the Rancho San Rafael in 1855.

The remaining portion of Burbank, or the southern portion, was contained in the Rancho La Providencia, a Mexican land grant of 4,600 acres. This Rancho is of historical interest as the scene of a military skirmish in 1845 that resulted in the unseating of the Spanish governor of California, Emmanuel Micheltorena, and his replacement by the Mexican leader, Pio Pico.

THE PIONEER RANCHERS—

The Verdugos were forced to sell some of their holdings from time to time to satisfy debts and, in 1857 Jonathan R. Scott, a colorful Los Angeles attorney, became the first American to own land in the San Rafael portion of Burbank.

The Rancho La Providencia had come into the hands of Alexander Bell and David W. Alexander, members of the first City Council of Los Angeles.

In 1867, Dr. David Burbank, a dentist from Los Angeles, purchased over 4,000 acres from Jonathan R. Scott and also 4,600 acres of the Rancho La Providencia which he combined in a large and, for a time, extremely successful sheep ranch.

THE FARMERS—

Possibly, because of a drought in 1886, Dr. Burbank sold his holdings to the Providencia Land, Water and Development Company in 1887 for what is thought to be a profit of \$240,000. The place called "Burbank", named for the pioneer ranching dentist, came into being May 1, 1887.

The countryside surrounding the town-site was divided into farms; vineyards were planted, and crops of peaches, grapes, alfalfa, melons and vegetables were produced. Thirty or so residences were completed, a \$30,000 hotel was built; a furniture factory, store buildings, etc. were constructed.

Through vigorous and imaginative real estate promotion, the community experienced a temporary boom, but fell victim to the land speculation bubble in April 1888 and many properties were sold for delinquent taxes. Development was virtually at a standstill for two decades.

During the early 1900's the community's chief claim to fame was the home of the undefeated heavyweight champion of the world, James J. Jeffries, who had bought a 107-acre ranch in the vicinity where he raised alfalfa and purebred cattle. The ranch house was located at what is now Buena Vista Street and Victory Boulevard.

BURBANK BECOMES A CITY—

The population of the village had reached 500 in 1911 when the voters (by an 80 to 51 majority) approved incorporation and chose its first governing body called the Board of Trustees and adopted the City Charter.

Glenoaks Boulevard had been paved in 1910 when a campaign was started to bring the Pacific Electric streetcar from Glendale. The first streetcar rolled into town in 1911 despite opposition to the public fundraising led by J.W. (Joe) Fawkes, who had built a type of monorail line in 1907 which he had wanted to put into operation.

The following several years showed marked progress in Burbank's development as a City. In 1913 bonds were voted for municipal water and electric facilities, and in 1914 an additional 9.4 square miles were annexed. In 1916 bonds were approved for building a city hall and electric light works and acquisition of fire apparatus. In 1917 \$25,000 was raised to buy a 25-acre farm site at the corner of Alameda Avenue and San Fernando Road for the Moreland Truck Company, so that Burbank might have a major industry.

A period of industrial growth and real estate development followed, and the population increased from 2,913 in 1920 to 16,622 by 1930.

In 1926 a fifteen-member Board of Freeholders was elected and commissioned to draw up a new City Charter; the Charter was adopted

at a special election, approved by the State Legislature, and became effective January 13, 1927.

DEPRESSION AND RECOVERY—

The stock market crash of 1929 brought the City's boom to an abrupt halt, and the depression extended to the middle 1930's. Increased employment at Lockheed Aircraft and construction work created by the Metropolitan Water District brought improvement to the economic situation.

World War II had a tremendous impact on Burbank, as 94,000 employees at Lockheed produced over 19,000 planes for the nation's war effort. The population climbed to 53,899 by 1943.

The Japanese surrender brought a decrease in war production, but Burbank's prosperity continued—new housing tracts brought the population to 78,577 in 1950.

THE MATURE CITY—

Growth continued at a somewhat slower rate during the 1950's as municipal services were modernized and upgraded.

A ten-year capital improvement program made possible construction of several needed new municipal facilities; most of which were completed when the City celebrated its 50th Anniversary on July 8, 1961.

Despite these capital improvements, the City was faced with problems of deterioration in the central business district and in the industrial areas of the City. A major step to rejuvenate the central business district was taken when the Golden Mall was dedicated in November of 1967. A new capital improvement program for upgrading park and library facilities, street beautification and residential street lighting was approved by the electorate in 1968.

The City continued to grow; the population in 1970 was 88,871.

REDEVELOPMENT—

Emphasis on rejuvenation and redevelopment continued into the 1970's. The Burbank Redevelopment Agency (Agency) was formed in 1970 with Burbank's first redevelopment project area, the Golden State Redevelopment Project Area, being adopted on December 22, 1970.

The mission of the Agency is to ensure a diverse mix of service-enriched housing; and to foster a climate that generates jobs, economic and social vitality to support a high quality of life for the entire community. To that end the Agency functions to enhance the overall economic development of the City through the revitalization and rejuvenating of focus neighborhoods, project areas, and business attraction and retention.

California Redevelopment, as authorized in the California Community Redevelopment Law (CCRL), is one of the few tools available through which a city can retain funds to help reverse the deteriorating and/or inadequate conditions of its housing, streets, public facilities and infrastructure. As such, redevelopment has become one of California's most effective economic development tools used to breathe new life into areas which are impacted by a number of physical, environmental and economic conditions that inhibit new investment by private enterprise. The Agency is a separate public body, corporate and politic, with the City Council Members acting as the Redevelopment Agency Board.

Since its inception in 1970 the Agency has formed four highly-successful redevelopment project areas that are the catalyst to the City's ongoing revitalization and transformation.

AGENCY ACTIVITIES AND ACCOMPLISHMENTS—

The **Golden State Redevelopment Project Area;** adopted on December 22, 1970, functions to revitalize and upgrade the northwestern industrial area of the City.

The **City Centre Redevelopment Project Area;** adopted on October 26, 1971, functions to attract and improve Burbank's Central Business District. "**Downtown Burbank**" is an outstanding California Downtown revitalization success story.

The **West Olive Redevelopment Project Area;** adopted on August 26, 1975, is located in the heart of Burbank's Media District, and encourages media entertainment center-related development such as the Pinnacle.

The **South San Fernando Redevelopment Project Area;** adopted in June 1997, comprises 467 acres of primarily commercial and industrial properties.

Redevelopment was abolished on January 31, 2012, and the Successor Agency was created.

AFFORDABLE HOUSING—

The Burbank Successor Agency plays a vital role in addressing Burbank's affordable housing needs. In an effort to meet the affordable housing needs of the community, the Burbank Successor Agency is committed to providing a variety of affordable housing developments and programs. These developments and programs will expand affordable housing opportunities to very low, low, and moderate-income families and provide affordable and accessible housing for special needs populations.

As required by State law, 20 percent of the Agency's tax increment is required to be used to increase and improve housing stock available to low and moderate-income households. In most agency-assisted new developments, a portion of the units are made available at affordable rents for rental properties and are priced for affordable homeownership in owner-owned projects. In addition to new construction housing opportunities, the City and Agency also provide affordable housing through acquisition rehabilitation efforts through a partnership with the Burbank Housing Corporation (BHC) to provide affordable units within the City's five Focus Neighborhoods:

- Elmwood
- Verdugo-Lake
- Peyton-Grismer
- Golden State
- Lake-Alameda

With assistance from the Successor Agency, the BHC is a local non-profit developer that owns and manages over 275 affordable housing units in Burbank. BHC's mission is to preserve, rehabilitate and develop new affordable housing opportunities in Burbank and to provide a safe, service-enriched environment for the residents in our communities. For more information regarding the Burbank Housing Corporation, please visit their website at www.burbankhousingcorp.org or you may contact them at (818) 559-2336.

Since inception of the Agency in 1970 the City and Agency have produced over 1,300 affordable housing units, including new ownership units for first time homebuyers. In addition affordability covenants were placed on existing housing units to address the housing needs of Burbank's low and moderate-income households.

The Burbank Housing Authority was formed in 1975 for the purpose of administering the programs in the area of housing preservation,

revitalization, and rental assistance. The funds for these programs are provided by the U.S. Department of Housing and Urban Development on an annual basis. The Section 8 Voucher Program provides rent subsidy payments directly to landlords on behalf of very low income tenants. The Burbank Housing Authority has the ability to provide 1,014 baseline vouchers to assist low-income families. The actual number of vouchers issued depends on funding from year to year.

The City and Successor Agency continue to seek opportunities to develop quality workforce housing in proximity to major employment corridors within the City and continue the residential rehabilitation programs and acquisition of scattered, distressed properties for rehabilitation and in-fill development. For more information on the City and Agency's affordable housing programs, please visit the Agency's website at www.burbankca.org.

TRANSPORTATION FUNDING—

Transportation has been a major focus of the Agency. That's why the Agency emphasizes street improvements, intersection upgrades, freeway on-ramps, parking and alternative modes of transportation with an investment that totals \$52 million. Examples include \$14 million in Empire Center circulation improvements and the Burbank Boulevard bridge-widening (Golden State Project Area), and \$11 million in construction of a new ramp at Hollywood Way and the State Route 134 Freeway (West Olive Project Area). Construction has been completed for the 2.2 mile-long Burbank Boulevard Street Improvement project, including further traffic signal improvements.

POPULATION SHIFT—

There was a decrease in population of approximately 6,000 between 1960 and 1980 and the average age of citizens increased requiring a change in priorities for municipal services.

The needs of senior citizens were recognized and partially met by completion of the Joslyn Adult Center in 1973 and a satellite facility at Northwest Park, and the institution of such programs as Project Outreach, the Retired Senior Citizens Volunteer Program (RSVP), the Nutrition Program and the Transportation and Escort Service Program. An ordinance was also adopted by the City Council providing for a Senior Citizen Board.

The needs of young citizens were not forgotten as the City continued its outstanding recreation program. A provision was made for

a Youth Board to advise the Council. In 2008 Burbank was awarded the prestigious 100 Best Communities for Young People designation by America's Promise Alliance.

OPEN SPACE—

The interest in ecology and preservation of the City's mountain backdrop was reflected in the formulation of the Ecoplan-Verdugos providing for maintenance of open space.

Although the voters in 1973 rejected a proposed bond issue for purchase of mountain property, interest in acquisition of mountain property for open space using other revenue sources continued, with purchases completed in 1975.

ENERGY—

The severe effects of the nationwide energy crisis in 1975 were most directly felt by the City and its citizens in the increased cost of electricity necessitated by the astronomical increase in the fuel oil used to generate electrical energy for homes, businesses and factories. The City government acted quickly to meet the situation by instituting a Citywide energy conservation program, and by exploring alternatives to fuel oil for generation of electricity, the most innovative being geothermal energy exploration.

In 2000 and 2001 Burbank Water and Power (BWP) faced its greatest energy crisis since the oil embargoes of the 1970s. Misguided deregulation by the State and a drought-induced shortage of hydroelectric power forced many utilities to raise their rates dramatically. The State required others to subject their customers to rolling blackouts.

BWP avoided rolling blackouts and raised its rates modestly. It continues to be one of the most reliable utilities in the nation, while remaining cost competitive. It's winning strategy:

- Building and maintaining its own power plants like the Magnolia Power Project, which won the 2005 Power Plant of the Year Award from Platt Magazine;
- Using long-term hedging strategies in the wholesale power market; and,
- Building in redundancy in its electric system and pursuing an aggressive program of preventive maintenance.

In addition, BWP recognizes the importance of ensuring local decisions and actions are environmentally responsible. To help our customers do their part as well as save money, a wide array of energy conservation information, incentives and programs are available. Program offerings include educational workshops, facility audits and rebates for energy efficient appliances. Details of the programs and how to take advantage of them are available at www.burbankwaterandpower.com.

WATER AND POWER—

Burbank's early leaders created Burbank Water and Power (BWP) through Burbank's City Charter in 1913 because they believed in local control of essential public services. In Burbank, the people's elected City Council serves as BWP's Regulatory Agency. The City Council, not the California Public Utilities Commission, regulates BWP's rates and services. About 30% of all California citizens receive electric service from publicly-owned utilities, like Burbank Water and Power. The advantage of municipal ownership over an investor-owned utility is that BWP returns profits to its customers through lower electric rates and by helping to fund the other functions of Burbank's City government, including Police, Fire and Library services.

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Again, in 1979 the City instituted strict energy conservation methods to alleviate the shortages of fuel for City vehicles and electric generation as well as to counter the increases in prices. In 2000 and 2001 BWP faced its greatest energy crisis since the oil embargoes of the 1970s. Misguided deregulation by the State and a drought-induced shortage of hydroelectric power forced many utilities to raise their rates dramatically. The State required others to subject their customers to rolling blackouts.

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BWP boasts one of the highest electrical reliability standards of any utility – public or private – in the United States. Our electrical outages are rare and, when they occur, are short in duration. This commitment to reliability excellence is not by accident: BWP engages in ongoing maintenance and upgrading of our facilities to prevent problems that occur with aging infrastructure. Year after year, BWP receives the American Public Power Association RP3 award for outstanding electric distribution system reliability and safety.

In recent years, BWP's priority has been to help build a sustainable community while continuing our proud tradition of providing Burbank residents and businesses with safe, reliable and affordable water and electric services. In 2007, Burbank adopted the highest Renewable Energy Portfolio Standard (RPS) of any city in the United States. An RPS is the percent of renewable energy resources used to provide the city's electric needs, and Burbank has committed to 33% by 2020. Along with achieving the ambitious RPS goal, improving how efficiently BWP delivers water and energy by avoiding losses, minimizing peak energy use by shifting use to off-peak hours, and reducing potable water demand by shifting applicable demand to recycled water, will be the focus of much of the utility's resources for the foreseeable future. These strategies, as well as working with our customers to conserve and use water and energy more wisely, are the significant building blocks of BWP's sustainability plan. BWP also plans to offer and provide our customers more opportunities, incentives and education related to conservation and the smart use of water and energy. For full information on BWP's history, services and efficiency programs, please visit www.burbankwaterandpower.com.

AIRPORT—

During the years, the Airport at Lockheed played an increasingly-active role in the City as air transportation became more important in the national development. It originally opened as United Airport in 1930, having been built by the forerunner of United Airlines. The name became Union Air Terminal in 1934 and it was changed to Lockheed Air Terminal in 1940 when Lockheed Aircraft Corporation bought the airport. In 1967 Lockheed dubbed the facility Hollywood-Burbank Airport.

As Lockheed had indicated the necessity to dispose of the Airport, and in an attempt to control flights and noise, the City, after long negotiations and a search for Federal funding, entered into a Joint Powers Agreement (JPA) with the cities of Glendale and Pasadena and, under the Burbank-Glendale-Pasadena Airport Authority, purchased the Airport in 1978.

The Burbank-Glendale-Pasadena Airport Authority is a separate government agency created under the JPA for the sole purpose of owning and operating the Bob Hope Airport. The Authority consists of nine Commissioners, three from each City, appointed by their respective City Councils. In 2003 the City Councils of Burbank, Glendale and Pasadena approved an amendment to the JPA to rename the Burbank-Glendale-Pasadena Airport to Bob Hope Airport, in honor of the late legendary entertainer, Mr. Bob Hope. The Airport provides service from carriers such as Alaska Airlines, American Airlines, Delta Connection, JetBlue, Southwest, United and US Airways. In May 2010 the Airport celebrated its 80th Anniversary, having originally opened Memorial Day weekend of 1930.

PROPOSITION 13—

The passage of the Tax Limitation Initiative (commonly known as Proposition 13) in 1977 drastically affected the financial ability of local governments to cope with the problems of maintaining services to citizens in the community, and the City of Burbank was no exception. After initial cuts to services, tax revenues gradually increased due to changes in property ownership and the construction of new developments.

The City was able to expand enterprise funding to cover the costs of certain services. User fees were established to offset some expenses related to specialized services. The City continues to serve its citizens effectively.

THE 80's—

The City of Burbank opened the Burbank Recycle Center, a buyback/drop-off facility at 720 North Lake Street, and began a City-wide curbside recycling collection program in September 1982. This program was one of the first in the State.

As part of its commitment to open government, the City of Burbank took the lead in communicating with residents through cable television. Beginning in 1978 the Public Information Office produced live televised

coverage of all City Council meetings. Since then, television coverage has rapidly expanded to include all Planning Board, Park, Recreation and Community Services Board and Burbank Unified School District Board meetings. Today, the Public Information Office produces a wide variety of other public affairs programming, including Candidate Forums, Election Results, special shows aimed at teen and senior audiences, the Burbank Magazine show and emergency information. The Police Department also sponsors the popular Adopt-A-Pet show. Each sitting Mayor also has his or her regular program. Those who do not have access to the City's Channel 6 on cable may view it 24 hours a day, seven days a week, anywhere in the world via the internet. Copies of past Council meetings are available for check-out at all City libraries.

A period of intense residential development in the late 80's created a concern as to its effects on the quality of life in the City. A residential growth management ordinance, known as Measure One, was submitted to the voters and passed February 28, 1989. To implement this ordinance, new Multi-Family Development Standards were adopted and a Development Review process initiated.

The reopening of the Golden Mall in the Central Business District was completed in October 1989. Reopening San Fernando Boulevard allowed the free flow of traffic through the downtown area.

On October 19, 1989, ground was broken for a regional shopping center to be developed on a 41-acre site bounded by the Golden State Freeway, Burbank Boulevard, Third Street, and Magnolia Boulevard. This development was the culmination of extensive efforts by the Agency over a period of many years to obtain a major retail center for the City.

THE 90's—

In 1990 the Lockheed Corporation announced that it would be closing its Burbank operations. Lockheed owned approximately 325 acres of industrial property near the Burbank-Glendale-Pasadena Airport. During the past 10 years over one-half of the land formerly owned by the Lockheed Corporation has been purchased and redeveloped.

In addition to the redevelopment of the property the Lockheed Corporation disposed of during the 1990s, significant redevelopment has occurred throughout the City.

In 1992 the Disney Studios Master Plan was approved, and over 1,000,000 sq. ft. of new floor space was built, including the new 375,000 sq. ft. ABC office building completed in 2002.

On October 15, 1992, the Burbank Recycle Center celebrated the opening of a new facility at 500 South Flower Street. Located on a two and a half-acre site, the Center is a materials recovery facility (MRF) that can handle 5,000 tons of recyclables per month. Residents commingle all recyclables in one container, which are then sorted on a conveyor system. The Center is jointly operated by a public/private partnership between the City of Burbank and the BLT Recycling Company. The Burbank Recycle Center is also intended as a learning center for public information about all waste reduction and recycling issues.

On October 26, 1992, the Downtown Burbank Station (DBS) celebrated the opening of the new facility at 201 North Front Street. This facility has become a major Metrolink stop for two different lines, serves numerous Metropolitan Transportation Authority buses, and functions as a park-and-ride lot for Interstate 5 commuters. The DBS is the second busiest destination station in the five-county Metrolink commuter rail system. An expansion project was undertaken to make improvements to the existing building, including additional parking, a shuttle drop-off, a depot plaza, pedestrian improvements, and an elevator tower connecting the DBS with the Olive Avenue overpass. The ground breaking for the DBS expansion project was celebrated on April 22, 1997. The construction of the expansion project was completed in fall 1998. The dedication of the facility occurred on July 16, 1998.

In 1995 the Warner Brothers Studios Master Plan was approved and approximately 478,000 sq. ft. of new floor space has been added to the studio facilities, including construction of the 149,000 sq. ft. Triangle Office Building on the northerly side of Olive Avenue opposite the main campus.

The City of Burbank celebrated the ground breaking ceremony on April 18, 1995, for the new Burbank Police/Fire facility located at 200 North Third Street. This state-of-the-art facility currently serves as the headquarters for both the Police and Fire Departments. The project was funded largely with Agency funds and reflects the City's commitment to provide the community with the highest quality public safety services possible. The Police and Fire Departments moved into the new facility in January 1998.

In 1995 the City approved various permits for a Fry's Electronics store on approximately 10 acres of property formerly owned by the Lockheed Corporation on the southwest corner of Vanowen Street and Hollywood Way.

In April 1997 the City approved the entitlements for the Media Studios North submitted by M. David Paul Development that included refurbishment of the former Lockheed Building 90 on five acres of land on the southwest corner of Ontario Street and Thornton Avenue.

In 1997 Cayman Development started construction of a 129-lot subdivision in the hillside area above Lamer Street. New homes were constructed by both Cayman and Lennar Development and many of the homes sold for over a million dollars.

In the spring of 1999 construction of the Media Village on the southwest corner of Magnolia Avenue and Third Street was completed. The project contains 147 senior housing units, and 55,000 sq. ft. of ground floor retail.

In June 1999 the City approved an application by the Trammel Crow Company to develop a 158,000 sq. ft. office building on eight acres of land at 2940 North Hollywood Way that was formerly owned by the Lockheed Corporation.

THE 2000's — AND NOW

In August 2000 the Lockheed Corporation sold the 30-acre Plant A-1 North property on the northwest corner of Hollywood Way and Empire Avenue to the Zelman Development Company, the property has been developed with a commercial parking lot, and additional restaurant uses.

On September 12, 2000 the City approved the entitlements for the Burbank Empire Center on 103 acres of land formerly occupied by the Lockheed Plant B-1 facilities. The project as developed consists of over 600,000 sq. ft. of retail uses, two hotels, and approximately 300,000 sq. ft. of office buildings. Retail tenants include The Great Indoors, Target, Lowe's, Costco and Best Buy. In addition, the project includes a 200-room Extended Stay America hotel and a Marriott Courtyard hotel.

In the fall of 2000, the M. David Paul Development Company began construction of the Pinnacle project adjacent to the NBC Studios. The Pinnacle project is a two-phased six-story 585,000 sq. ft. office building complex. The first phase was completed in the fall of 2002 and is occupied by NBC, Warner Music, Arnie Morton's Restaurant, and Savannah Restaurant. Phase II is also complete with the new CW Television Network as a major tenant.

COME OUT AND PLAY IN DOWNTOWN BURBANK

Since the reopening of San Fernando Boulevard in 1989 the Downtown area of the City has been going through revitalization and as a result of some of the recent projects being undertaken "Downtown Burbank" is experiencing a second such revitalization.

In 2002 an incentive plan was designed to attract quality retail tenants to the Downtown. The Downtown Tenant Assistance Program (DTAP) was adopted and has successfully facilitated bringing the national retailer Urban Outfitters. During the Fiscal Year 2009-10 budget process, the Downtown Tenant Assistance Program was combined with new funding to create a citywide Business Assistance Program (BAP). The BAP was created as a tool to provide economic assistance to all types of industries pursuing expansion or relocation to the City of Burbank. The BAP was purposefully designed to be more flexible and applicable to various types of industry sectors, while at the same time protective of the limited public funds involved with the program.

In June 2003 the Burbank Entertainment Village (AMC) was completed, bringing a 16-screen, 4,200 seat, state-of-the-art movie theater with stadium seating, stores and restaurants to the Downtown. Chipotle and Coldstone Creamery can be found in the retail and restaurant portion of the project. Phase II of the Burbank Entertainment Village, known as "The Collection" has been completed and includes 118 residential units, 40,000 sq. ft. of retail/restaurant space and 723 parking spaces, which includes a public parking component of 278 parking spaces. Barney's Beanery, Pho Noodles, ZPizza and Johnny Rockets can be found in the retail and restaurant portion of the project.

The Media City Center Mall also experienced change. Now called the Burbank Town Center, the owner of the Town Center continues to analyze various leasing and renovation options. As part of this revitalization effort, P.F. Chang's restaurant and Pasta Pomodoro opened in 2004 along the Magnolia Boulevard frontage, near the main entrance of the mall, and Bed, Bath and Beyond opened in 2005 on the ground floor. More recent additions to the Town Center include Old Navy, American Eagle Outfitters and Aldo Shoes.

A key site located at the southern portion of Downtown Burbank is the Burbank Village Walk. This is a mixed-use, 140 unit for-sale residential development with approximately 14,000 sq. ft. of ground floor commercial space. Also located on this block, directly across from City Hall, is the Cusumano Civic Plaza. This project is a four-story, 80,000

sq. ft. office development, which opened in July 2005 and is being occupied by Technicolor, Fed-Ex, Kinko's and Wells Fargo Bank.

A new addition to Downtown Burbank is the Marriott Residence Inn Project, located on the 1.75 acre site on the corner of First Street and Verdugo Avenue in Downtown Burbank. This project is a four-story Marriott Residence Inn with 166 rooms and several meeting and conference rooms.

The Collection Project is located in Downtown Burbank on the block bounded by Magnolia Blvd., San Fernando Blvd., Orange Grove Ave. and First St. This mixed-use development provides 40,000 square feet of retail and restaurant space on the ground floor and 118 residential units above. Residential units range from 630 to 2,200 square feet with a mixture of studios, 1-, 2-, 3-bedrooms and lofts. Fifteen of the units were priced at an affordable rate to moderate-income qualifying households. The project was completed in November 2008.

Downtown Burbank is the commercial heartbeat of the city, a regional and shopping destination that attracts more than 10 million visitors per year. Encompassing 34 blocks, it includes 280 shops and 90 restaurants and offers more than 9,000 parking spaces. Bounded by Verdugo Ave, Glenoaks, Burbank Boulevard and the I-5, it is hailed by Sunset Magazine as "one of Southern California's most appealing urban centers." Retail mix is 55% entrepreneurial and one-of-a-kind concepts to 45% national or chain merchants. Downtown Burbank is committed to maintaining a healthy balance of the two in order to preserve its unique flavor. The area has experienced dramatic growth since 2003. Sales have increased in double digits and the AMC Downtown Burbank theaters rank in the top 5 of all circuits nationally, with attendance comparable to the AMC Empire 25 in New York's Times Square. In tune with its entertainment-industry focus, Downtown Burbank was one of the first districts in the Los Angeles region to offer free Wi-Fi access.

The area is managed by Downtown Burbank Partnership, a California nonprofit mutual benefit corporation dedicated to ensuring continued revitalization and growth. The Partnership organizes district-wide promotions attracting thousands of people, such as the outdoor summer music series, Taste of Downtown Burbank, the Downtown Burbank Fine Arts Festival and 12 Days of Holiday Cheer. It also manages the Ambassador Program, offering customer service and good-will presence while supporting the Burbank Police as "extra eyes and ears" on the street. It is responsible for the Enhanced Maintenance Program, doubling City of Burbank base-line services. Development projects representing more than \$200 million in new investment include

the Burbank Village Walk, a mixed-use retail and residential complex, Burbank Civic Plaza, a mixed-use retail and office complex, and The Collection, a mixed-used retail project consisting of 118 condominium units located above 40,000 sq. ft. of retail and restaurants, please visit www.Downtown-Burbank.org.

The combination of commercial, residential, infrastructure and entertainment-related development are all designed to enhance the quality of life for Burbank residents and visitors alike, who choose to "come out and play" in Downtown Burbank.

ELSEWHERE IN THE CITY...

Peyton-Grismer is located at 1801-1815 and 1819 Grismer Avenue and 1729 -1735 Elliott Drive and entailed the acquisition and rehabilitation of a large multi-family apartment complex. The design included reducing the number of units from 99 to 70 and construction of a family services and youth activity center. Key components of this neighborhood revitalization effort are to improve on-site traffic circulation, eliminate overcrowding, increase affordability and improve the overall quality of life for the residents.

IDT Entertainment Plaza is situated at 2950 North Hollywood Way and consists of a 155,042 sq. ft. office building that is three stories high. Tenants include a Starbucks Coffee Company regional training facility and Team Services, a payroll company for the entertainment industry.

Belmont Village is located at 425 East Angeleno Avenue. This new facility provides a combination of housing, supportive services, personalized assistance and health care designed to respond to the individual needs of those who need help with activities of daily living and instrumental activities of daily living. Supportive services are available 24 hours a day to meet scheduled and unscheduled needs in a way that promotes maximum dignity and independence for each resident and involves the resident's family, neighbors and friends.

The Pinnacle Phases I & II, located at 3400 West Olive Avenue, includes 585,000 square feet of Class A office space with Warner Music and Clear Channel Communications, Inc. as tenants.

The Pointe is a 14-story, 485,000 square feet Class A office tower located at 2800-3000 West Alameda Avenue at Bob Hope Drive. The building is designed for the media industry, with amenities that include sound stages, production office space, warehouse space, a

health club, a premier restaurant and secured subterranean parking. The Pointe is a LEED registered building.

Media Studios North, located at Empire Avenue and Ontario Street, is in close proximity to the Bob Hope Airport, consists of over 550,000 square feet of office space with various tenants including Yahoo!, Technicolor, Insomniac Games Inc., Electronic Distribution Services, GMAC-RFC, Grass Valley, Sysco Solutions, and Kaiser Permanente.

Burbank Empire Center, located at 2400 West Empire Avenue, is a 103-acre mixed-use project that includes 600,000 square feet of retail space, 230,000 square feet of office space, Costco as an anchor tenant, and two extended stay hotels with a total of 225 rooms.

The Buena Vista Branch Library is a state-of-the-art facility which includes a 200-capacity meeting room and a separate Children's Library. The facility was dedicated on December 7, 2002, and opened for business on December 9, 2002. The 28,000 square foot facility was developed on a 5.4 acre parcel and includes the 2.5-acre Abraham Lincoln Park.

Burbank Cottages and BHC Child Development Center is located at 2242-2300 North Ontario Street and 2245-2251 North Fairview Street. The development included twenty ownership housing units that were completed in July 2003. Ten of the units were sold at affordable rates to qualifying households. In addition, an 8,600 square foot childcare facility and playground was developed to accommodate 92 children, and was completed in March 2004. The center is accredited by the National Association for the Education of Young Children (NAEYC). A joint waiting list for this center is held with the Mary Alice O' Connor Family Center.

Senior Artists Colony is located at 400-422 South San Fernando Boulevard and 208-264 East Verdugo Avenue. This development is a 141-unit senior rental housing development for persons 55 years of age and older. Forty-three (43) units are income and rent restricted to lower-income senior citizens. The development was completed in May 2005.

Burbank Village Walk is located at 152 South San Fernando Boulevard. The development is a mixed-use residential and retail project consisting of 140 units with approximately 14,000 square feet of ground floor restaurant and retail space. Residential units consist of one- to three-bedroom townhomes ranging in size from 932 square feet to 1,825 square feet, respectively. Fourteen of the units were sold at affordable

rates to moderate-income households. Construction was completed in December 2005.

Burbank Civic Plaza is a 71,000 square feet office development that includes 12,000 square feet of ground floor retail/restaurant space located in the Civic Center area of Downtown Burbank.

Burbank Accessible Apartments by United Cerebral Palsy is located at 600 South San Fernando Boulevard. This development contains seventeen rental units restricted for very low-income developmentally disabled adults and one manager's unit. This development meets the goal of providing affordable housing to special needs populations and was completed in the Spring of 2006.

San Fernando Walk is located at 730 South San Fernando Boulevard between Cedar Avenue and Elmwood Avenue. This residential development included 33 for-sale units within six buildings on a 1.1-acre site. The development consists of two-bedroom units ranging from 1,300 square feet to 1,400 square feet. Ten of the units were made affordable to moderate-income households. Construction was completed in December 2006.

The Mary Alice O'Connor Family Center In 2005 the City Council approved the re-use of the former Buena Vista Library, located at 401 North Buena Vista Avenue, as a childcare facility and family resource center. Rehabilitation of the existing building, and a new addition to the building for the family resource center, was completed in January 2007. The resource center provides information materials on community services; provides parents with educational materials and resources; and, offers evening and weekend workshops geared toward building healthy families. The childcare center is a state-of-the-art facility and provides care for up to 88 children. The childcare center opened in February 2007 and is enrolled at capacity. The center is also accredited by the National Association for the Education of Young Children (NAEYC). There is a joint waiting list with the Burbank Housing Corporation Child Development Center.

South San Fernando Streetscape Project is located along San Fernando Boulevard between Verdugo Avenue to Alameda Avenue. This project was designed to improve the overall appearance of this gateway to the City and Downtown and to encourage private reinvestment into the area. Improvements were made along this half mile stretch of South San Fernando Boulevard (from Verdugo Avenue to the Glendale border) to include new curb & gutter, sidewalk, parkway

trees, street furniture, planters, irrigation system, landscaped medians and new asphalt pavement. This project was completed in March 2007.

Burbank Boulevard Streetscape Project was designed to revitalize and enhance the appearance and economic vitality of the Burbank Boulevard corridor. The improvements cover the approximate 2.2 mile corridor from Victory Boulevard to the City limits. Improvements include visual gateways, accent areas and enhanced intersections to the area, as well as transportation improvements to improve traffic flow. Uplighted palm trees and low-level color planting were installed at Burbank Boulevard and Hollywood Way and at Burbank Boulevard and Buena Vista Street. The entire 2.2 mile corridor was repaved and twelve landscaped medians were installed at strategic locations along the corridor transforming Burbank Boulevard into a signature street. This project was completed in March 2008.

The Collection at Downtown Burbank is located directly across the Burbank Entertainment Village in the Burbank Village District, bounded by Magnolia Boulevard, San Fernando Boulevard, Orange Grove Avenue, and First Street. This development is a mixed-use residential and retail project consisting of 118 condominium units located above approximately 40,000 square feet of retail and restaurant uses. Fifteen (15) units were made affordable and sold at affordable rates to qualifying households. Construction was completed in November 2008.

Community Services Building is a 3-story, 67,000 sq. ft. facility that is the home of the City of Burbank's Public Works Department, Community Development Department, Park, Recreation and Community Services Department, and the Public Information Office. This LEED-certified building features a one-stop permit center and several conference rooms, including a community room with 120 seating capacity for City and public use. This facility was completed in Summer 2008.

The DeBell Golf Course and Clubhouse represents an important and long-standing recreational facility. The original clubhouse was dedicated in April 1970 and became functionally obsolete. Demolition of the DeBell Clubhouse commenced and a new, two-story, 13,700 square foot facility was built. The upper level has a bar and grille with combined seating for 72 diners, outdoor patio seating, a community room with a 40-seat theater style capacity, separate men's and women's restrooms with lounge areas, kitchen and administrative support offices. The lower level includes a pro shop, starter area, office and storage/work room, golf cart storage and maintenance areas, along with an elevator, stairwells, restrooms and a service yard. The parking lot was also renovated to

accommodate 79 vehicles and provide ADA accessibility for the new facility. In 2010 the new clubhouse at DeBell Golf Club was voted as the Runner Up in Golf INC Magazine's annual national competition for Golf Clubhouse of the Year for Public Facilities.

Robert "Bud" Ovrom Park, located on the corner of San Fernando Blvd and Providencia, is named after a former Burbank City Manager of 18 years. The park features a 7,025 square foot building with programmed recreational activities, two children's play areas, two picnic or barbeque areas, an outdoor basketball court, and open area for passive use and play. The project was opened on May 16, 2009.

Elmwood Community Garden The Burbank Housing Corporation and Burbank Redevelopment Agency staff worked with the residents of the Elmwood Focus Neighborhood to develop a community garden to promote the goal of sustainability in the neighborhood. The garden took the place of underutilized play equipment and was completed in February 2010. In addition to planting, the garden includes hardscape such as benches, paths, gravel, planter boxes, an irrigation system, and small water features. The garden will be maintained by the neighborhood through the Elmwood Achievement Center and will incorporate programming that includes the youth of the neighborhood.

Larry L. Maxam Park In April 2010 Pacific Park, located at 3715 Pacific Avenue was renamed in honor of Corporal Larry L. Maxam, Medal of Honor Recipient. Larry L. Maxam attended Emerson Elementary School, John Muir Middle School and Burbank High School. He was posthumously awarded the Medal of Honor by President Richard Nixon for his conspicuous gallantry and intrepidity at the risk of his life above and beyond the call of duty while serving as a fire team leader. Corporal Maxam's aggressive fighting spirit, inspiring valor and selfless devotion to duty reflected great credit upon himself and the Marine Corps and upheld the highest traditions of the U.S. Naval Service. He gallantly gave his life for his country.

2300 Empire Center is a 364,000 square foot, 7-story Class A, LEED Gold Certified office building located at the corner of Empire Avenue and Buena Vista Street and a part of the Burbank Empire Center. Located just south of the Bob Hope Airport and just east of the Golden State Freeway (I-5), the project is designed to support both media-related tenants and conventional office users.

A third streetscape project is being designed for Olive Avenue to encompass an approximate 3.2-mile corridor between Lake Street and

Lakeside Avenue. Consistent with the City's commitment to sustainability, this project is geared towards enhancing opportunities for residents, businesses, and visitors to use transit and non-motorized means of transportation, as well as installs recycled irrigation and storm water infiltration systems. The project is currently in the schematic design phase and will include: landscaped medians, street trees, and the installation of new street furniture including benches and bike racks.

CITY HALL BUILDING

On June 4, 1940, the City of Burbank entered into a contract with the architectural firm of William Allen and W. George Lutzi for the design of a new City Hall to replace the existing building located across the street on the property formerly occupied by the Police Station.

In February 1941 the Federal Works Agency authorized financial assistance by the Works Projects Administration (WPA) of Southern California for construction of the new City Hall. However, due to termination of the WPA by President Roosevelt, the City was required to complete the construction of City Hall with its own funds.

The building remains a tribute to the craftsmen who built it. Extensive rare marbles, expensive woods, bronze and ornate decoration were used to carry out the theme of patriotism and the war effort. Some of the marble used in the building is Montana rose travertine, Italian levanto, and Belgian black and gold. The Council Chamber is paneled in teakwood and the Mayor's office in semi-bent burl walnut. On February 12, 1943, Abraham Lincoln's birthday, the City Hall was dedicated to "freedom and justice," symbolic of the nation in which we live.

Three murals were included in the design. Two of the murals were created by Hugo Ballin. They are "The Four Freedoms," hanging in the Council Chamber, and "Burbank Industry," hanging in the City Hall rotunda. A third mural, "Justice," by Bartholomew Mako, is displayed in the City Attorney's Office. "The Four Freedoms" mural depicts the freedoms of speech, religion, freedom from want, and freedom from fear, as enunciated by President Roosevelt and Winston Churchill in the Atlantic Charter. "Burbank Industry" features airplanes built in the City, the motion picture industry, sunny skies, agriculture and family life. When the Municipal Services Building was built in 1964, this mural was divided into two parts to allow for the connecting bridge to the annex. The lower half was donated to the Burbank Historical Society. It was

kept in storage for 37 years and in 2001 the mural was restored and the two sections were reattached by fine arts conservation experts.

The 2001 City Council-approved Chamber renovation project was completed with an eye toward comfort and modern technology, while, at the same time, respecting the original art deco style of Burbank City Hall. In addition to the Chamber renovation, the project included the restoration of two murals by Hugo Ballin: "The Four Freedoms" in the Chamber and "Burbank Industry" in the rotunda.

During the 2001 renovation, the lowered ceiling in the Chamber was removed. The ceiling was returned to its original height revealing the top of "The Four Freedoms" mural which had been covered for decades. Other work included: refinishing the teak paneling on the walls; installing new carpeting and new theatre-style seating; and, installing new brass lights similar to the original fixtures.

Many modifications have been made to the City Hall since 1943, but it still remains a beautiful building and a tribute to the architecture of the 1940's. The City Hall Building was also placed on the National Register and California Register of Historical Resources on April 18, 1996.

CITY SEAL

In 1973 a City Seal Study Committee was appointed to receive and evaluate proposed designs for a new City Seal to better reflect contemporary values. After many suggestions, designs and revisions, a new City Seal was adopted January 1, 1978, described as:

"The seal of the City, shall consist of a curved banner inscribed with the words "City of Burbank", below which shall be inscribed a centered hexagon containing a depiction of City Hall, which centered hexagon shall have inscribed tangent to its lower left side another hexagon of equal size containing a frontal depiction of an airborne aircraft and which same centered hexagon shall have inscribed tangent to its lower right side a third hexagon of equal size containing a depiction of a motion picture film and klieg light, all three (3) of which hexagons shall surmount an area generally of an inverted triangular shape containing a stylized depiction of the sun rising over the Verdugo Mountains, and on the truncated bottom of which triangle shall be inscribed the words 'Incorporated 1911'."

CITY FLOWER
CALIFORNIA LILAC (Ceanothus)

The California Lilac is evergreen chaparral foliage which is native to the Burbank hills. It is a natural erosion-control plant and is often planted for slope stabilization. The plant comes in a wide variety of colors (from white through various shades of blue) and sizes (low groundcover to shrubs), making it suitable for a variety of landscapes.

CITY TREE
CRAPE MYRTLE (Lythraceae Myrtales)

The Crape Myrtle is an extremely popular small tree covered with profuse bloom in summer. It grows up to 20 feet in height and generally has several angular trunks covered with smooth, light brown bark that flakes off to reveal the lighter underbark. The crinkled or crepe flowers are generally bright pink but are also available in red, lavender, or white. It requires full sun and average soil.

MEMBERS OF THE CITY COUNCIL

Term Expires

DAVE GOLONSKI, Mayor.....	May 1, 2013
EMILY GABEL- LUDDY, Vice Mayor.....	May 1, 2015
GARY BRIC.....	May 1, 2015
DAVID GORDON	May 1, 2013
JESS TALAMANTES	May 1, 2013

OTHER ELECTED OFFICIALS

ZIZETTE MULLINS, Appointed City Clerk	May 1, 2013
DEBBIE KUKTA, Appointed City Treasurer	May 1, 2013

OFFICIALS APPOINTED BY THE COUNCIL

Ken Pulskamp, Interim City Manager
Amy Albano, City Attorney

**OFFICIALS AND EMPLOYEES
APPOINTED BY THE CITY MANAGER**

Deputy City Manager	Joy Forbes
General Manager, Burbank Water & Power	Ron Davis
Interim Community Development Director	Greg Herrmann
Financial Services Director	Cindy Giraldo
Fire Chief	Raymond Krakowski
Information Technology Director	Jennifer Wyatt
Library Services Director	Sharon Cohen
Management Services Director	Justin Hess
Police Chief	Scott LaChasse
Park, Recreation & Community Services Director	Judie Wilke
Public Works Director	Bonnie Teaford

MUNICIPAL CALENDAR

JANUARY 1—

Business taxes due

LAST TUESDAY IN FEBRUARY—(odd-numbered years)

Municipal Primary Nominating Election

SECOND TUESDAY IN APRIL—(odd-numbered years)

General Municipal Election

MAY 1—(odd-numbered years)

Induction into office of Members of City Council, City Clerk and City Treasurer, elected at the Municipal Primary and/or General Elections.

MAY 1—(odd-numbered years)

Induction into office of Members of the Board of Education, elected at the Municipal Primary and/or General Elections.

JULY 1—

Beginning of fiscal year
Business licenses due

SCHEDULE OF PUBLIC MEETINGS

CITY COUNCIL	REGULAR – Tuesday evening at 5:00 p.m., in the Council Chamber, City Hall, 275 E. Olive Ave. for closed and study sessions and at 6:00 p.m. for regular Council business. SPECIAL – May be called as provided by the laws of the state, by written notice delivered personally to each member of the Council.
ART IN PUBLIC PLACES COMMITTEE	ON CALL – In the Community Services Building, Room 301, Third Floor. 150 N. 3rd St.
BOARD OF BUILDING AND FIRE CODE APPEALS	ON CALL – In the Council Chamber, 275 E. Olive Ave.
BOARD OF LIBRARY TRUSTEES	REGULAR – 2nd Wednesday of each month at Central Library Auditorium, 110 N. Glenoaks Ave. 5:30 p.m.
BURBANK ADVISORY COUNCIL ON DISABILITIES	REGULAR – 4th Thursday of each month in the Police/Fire Community Room, 200 N. 3rd St., 1:00 p.m.
BURBANK WATER AND POWER BOARD	REGULAR – 1st Thursday of each month in the BWP Colton Rm., 3rd Fl., 164 W. Magnolia Blvd. 5 pm.
CHILD CARE COMMITTEE	REGULAR – 2nd Tuesday of each month in the Community Services Building, Room, 301 3rd Fl. 150 N. 3rd St., 12:00 p.m.
CIVIC PRIDE COMMITTEE	REGULAR – 4th Monday of each month in the Community Services Bldg Rm. 101, 150 N. 3rd St., 5:30 p.m.
PLANNING BOARD	REGULAR – 2nd & 4th Monday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.
CIVIL SERVICE BOARD	REGULAR – 1st Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 4:30 p.m.

HERITAGE COMMISSION	REGULAR – 1st Thursday of each month in the Community Services Bldg. Room 104, 1st Fl., 150 N. 3rd St., 5:30 p.m.
LANDLORD-TENANT COMMISSION	REGULAR – 1st Monday of each month in the Community Services Building, Rm., 104 1st Fl., 150 N. 3rd St., 6:15 p.m.
PARK, RECREATION AND COMMUNITY SRVS. BOARD	REGULAR – 2nd Thursday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.
POLICE COMMISSION	REGULAR – 3rd Wednesday of each month in the Council Chamber, 275 E. Olive Ave., 6:00 p.m.
SENIOR CITIZEN BOARD	REGULAR – 4th Wednesday of each month in the Joslyn Center, 1301 W. Olive Ave., 1:00 p.m.
SISTER CITY COMMITTEE	REGULAR – 1 st Monday of each month in the Central Auditorium, 110 N. Glenoaks Ave. 6:30 p.m.
TRAFFIC COMMISSION	REGULAR – 4th Thursday of each month in the Council Chamber, 275 E. Olive Ave., 4:00 p.m.
TRANSPORTATION COMMISSION	REGULAR – 3rd Monday of each month in the Community Services Building, Room 202, 2nd Fl., 150 N. 3rd St., 5:00 p.m.
YOUTH BOARD	REGULAR – 1st Wednesday of each month in the Park Recreation and Community Services Bldg, Community Room 104, 150 N. 3rd St., 6:30 p.m.

DUTIES AND RESPONSIBILITIES OF CITY OFFICIALS & DEPARTMENTS

THE AUTHORITY

As in all democratic institutions, the ultimate power and authority rests with the people. In 1927 when the electorate adopted the City Charter, the main structure of the City's government was provided for. The Charter became effective January 13, 1927, and the Council-City Manager form of Government was established.

THE CITY CHARTER

The City Charter is a 'chart,' a 'constitution,' or basic plan for City Government. It provides for perpetuating the name of Burbank, the election or appointment of officers and employees, and defines the duties of the City Council and the City Manager, as well as certain departments and department heads.

It designates the time and place for regular and special meetings of the Council and prescribes the manner in which the Council may take official action.

The times and manner of conducting municipal elections are specified. Provision is made for taxation to support the City government, preparation of the annual budget, and regulations for safeguarding and disbursement of City funds.

The Charter may be amended by a majority vote of the people, and has been amended several times since it became effective on January 13, 1927.

On March 22, 2005, the Council directed staff to convene a Charter Review Committee charged with the task of completing a comprehensive review of the Burbank City Charter and making recommendations to the Council for Charter amendments. Included in the Committee's recommendations were the reorganization of the Charter and the inclusion of a Preamble. The new Charter was approved by the voters on April 10, 2007.

THE CITY COUNCIL

"The legislative body of the City shall consist of five persons elected at large which body shall be known as the Council." (Section 305)

The Council enacts the laws and establishes administrative policy for the City government.

QUALIFICATIONS FOR COUNCIL MEMBER—

In order to serve the City as Council Members, a citizen must be elected by the qualified voters of the City at a municipal election held every odd-numbered year. The individual must be a citizen of the United States, and must be a qualified elector of the City of Burbank at the time of nomination. The candidate must have resided in the City for twenty-nine days prior to filing nomination papers and cannot hold any other elective office for which compensation is made. (Sections 305, 800, 810 and 1100)

TERM OF OFFICE—

All elective officers hold office for terms of four years or until their successors are elected or qualified. (Sections 300 and 400)

COMPENSATION—

Each Council Member shall receive such compensation as may be prescribed by ordinance but not to exceed the amount which Council Members of general law and cities of similar population would receive under State law. (Section 305)

COUNCIL MEETINGS—

The Council shall meet at 10:00 a.m. on the first day of May following each General Municipal Election (or the next regular working day, if this be a Saturday, Sunday or holiday) to induct new members into office and to choose a Mayor, and a Vice Mayor to serve as Mayor Pro Tempore in case of absence of the Mayor. (Section 400)

The Council shall hold regular meetings on at least two Tuesdays of each month at 5:00 p.m., in the Council Chamber, City Hall, 275 East Olive Avenue for closed and study sessions and at 6:00 p.m. for regular Council business. If the time for the regular meeting falls on a holiday, the meeting will be held as soon thereafter as a quorum of the Council is present, or at such other time as the Council may determine from time to time by resolution. (BMC §2-1-203)

Special meetings may be called by the Mayor or three Council Members at any time by written notice delivered personally to each member. (Section 400)

All meetings shall be open to the public. (Section 400)

GRANICUS SYSTEM—

In August 2007 the City launched the Granicus Media Manager system, which is a software system that not only broadcasts City Council and Planning Board meetings live over the Internet, but provides on-line, integrated access to the agenda, staff reports and all pertinent documents. The best feature is that following the conclusion of the meeting, the video and all related material is available for on-demand play back at any time 24/7. In addition, a scroll-down menu with jump-to points allows any individual wanting to review a specific agenda item to simply pull up the meeting, and select the item on the agenda and playback will begin at that point in the meeting. Another key feature is the search function which provides the ability to search the archives for key words or topics. The Granicus system can be accessed via a link on the City's main web page. As resources permit, more committee or board meetings may be added onto the Granicus system.

HOW THE COUNCIL TAKES ACTION—

"The Council may take official action only by the passage or adoption of ordinances, resolutions or motions..." (Section 500)

"A majority of the Council Members shall constitute a quorum for the transaction of any business..." (Section 410) However, certain types of resolutions and ordinances require an affirmative vote of 4/5 of the Council for adoption.

THE MAYOR—

The Mayor is chosen by the Council to be presiding officer at the pleasure of the Council. The Mayor has the same voting power as any other member of the Council (Section 400), and receives the same compensation.

The Mayor is the executive head of the City. In extraordinary emergency, the Mayor shall assume general control of the City government and be responsible for the suppression of disorders and the restoration of normal conditions. (Section 310)

The Mayor signs all resolutions and ordinances passed by the Council.

"The Mayor shall represent the City at all ceremonial functions of a social or patriotic character..." (Section 310)

OTHER ELECTED OFFICIALS

THE CITY CLERK

The City Clerk is chosen by the vote of the people at a municipal election for a four-year term in the same manner as members of the Council.

The City Charter (Section 325) outlines the duties of the City Clerk as follows:

- (1) Clerk of the Council.
- (2) Attends all sessions of the Council and keeps a full and accurate record of proceedings.
- (3) Keeper of the corporate seal of the City.
- (4) Keeps all records, documents, ordinances, resolutions, books and other such papers and matters as may be regularly delivered into the City Clerk's custody or required by law or ordinance to be filed with the Clerk.

The City Clerk is also the election officer and supervises all municipal elections and conducts such elections in compliance with the Election Code, the City Charter and State law.

The City Clerk also administers a Central Records Management Program which established standardized procedures for the timely destruction or transfer of inactive records.

THE CITY TREASURER

The City Treasurer is chosen by direct vote of the people at a municipal election for a four-year term in the same manner as members of the Council.

It is the City Treasurer's duty to receive and safely keep all moneys and securities belonging to the City, and to make certain that money is paid out on warrants signed by proper officers and not otherwise. (Section 330)

In 1969, the City Treasurer was delegated the authority to invest and reinvest surplus City funds under provisions of State law.

LOCAL APPOINTMENTS

The Council is often called upon to make decisions requiring specialized or technical analyses. Citizens with knowledge or experience in particular areas are appointed as members of boards and commissions to make studies and prepare recommendations for consideration by the Council. These citizens serve without compensation. The City has the following such boards, commissions and committees:

REFERENCES	Charter Section	Municipal Code
Art in Public Places Committee		2-1-422
Board of Building and Fire Code Appeals		2-1-414
Board of Library Trustees.....700		2-1-409
Burbank Water and Power Board.....		2-1-418
Civic Pride Committee.....		2-2-423
Civil Service Board.....700		2-1-504
Heritage Commission.....		2-1-420
Landlord-Tenant Commission.....		2-1-417
Park, Recreation and Community Services Board.....700		2-1-410
Planning Board.....700		2-2-411
Police Commission.....705.....		2-1-413
Senior Citizen Board.....		2-1-415
Traffic Commission.....		2-1-421
Transportation Commission.....		2-1-419
Youth Board.....		2-1-416

In general, the boards, commissions and committees are advisory and make recommendations rather than take final action, having only such powers as are delegated to them by the Council.

The City also has other committees which meet on an as-needed basis for a specific purpose, and are referred to as ad hoc committees. They include: Burbank-Glendale-Pasadena Airport Authority, Burbank Cultural Arts Commission, Burbank Housing Corporation, Child Care Committee, Community Development Goals Committee, Downtown Property-Based Business Improvement District, Greater Los Angeles Vector Control District, Magnolia Park Community Advisory Committee, Magnolia Park Property-Based Business Improvement District Board, Metropolitan Water District Board, Santa Monica Mountains Conservancy Advisory Committee, and Sustainable Burbank Task Force.

APPOINTED OFFICIALS

THE CITY MANAGER

The City Manager is appointed by the Council on the basis of executive and administrative qualifications and experience to be the administrative head of the City government. The City Manager, in turn, appoints all officers and employees of the City except elected officers and other officers appointed by the Council.

It is the duty of the City Manager to enforce the laws of the City and carry out the policies of the Council through the control and direction of City departments.

The City Manager keeps the Council advised on the financial condition and future needs of the City and makes recommendations for consideration and action of the Council. (Section 315)

The City Manager oversees the operation of the Public Information Office which is responsible for implementing a comprehensive public information program by utilizing various forms of media, such as pamphlets, articles, brochures, slide shows, videotapes and public television.

THE CITY ATTORNEY

The City Attorney is appointed by the Council to be the legal advisor to the Council and to all other City officials, and appoints other attorneys on his/her staff.

The City Attorney is responsible for drafting all legal documents and for performing all other necessary legal services. The City Attorney controls and directs the prosecution and defense of all suits and proceedings to which the City is a party and criminally prosecutes all infractions, violations of the Burbank Municipal Code and all State law misdemeanors. (Section 320)

CITY DEPARTMENTS

All City departments are responsible to the City Manager as the administrative head of the City government. The activities for which these departments are responsible make it possible to group them as follows:

1. Departments primarily concerned with public health, safety, and welfare;
2. Departments primarily devoted to culture and recreation; and,
3. Departments which assist the departments involved directly in service to the public in the fulfillment of their functions.

PUBLIC HEALTH, SAFETY AND WELFARE

The following City departments are primarily concerned with the public health, safety and welfare.

COMMUNITY DEVELOPMENT DEPARTMENT

The overall objective of this Department is to provide long-range physical, economic, transportation and social planning for the City. The Department consists of the following five divisions:

Administration Division

The Administration Division is responsible for all administrative functions of the Department including budget development, financial administration, personnel management, legislative monitoring and special project coordination. In addition, this Division is responsible for the interdivisional and interdepartmental coordination relating to agenda items for City Council, Redevelopment Agency and Housing Authority meetings.

Building Division

This Division is responsible for the building and safety issues of the City. Activities include examining all building plans for architectural, engineering, energy conservation, disabled accessibility, soil stability, and fire-life safety compliance, with the State of California and Burbank building codes. The Division is also responsible for all building inspections including enforcement of grading, building, electrical, mechanical, plumbing and property maintenance regulations. The Division's duties also include business tax and regulatory business licenses, Zoning Code enforcement and enforcement of relevant Burbank Municipal Code requirements and certain State laws including the State smoking law.

Transportation and Planning Division

In Fiscal Year 2004-05, the Planning and Transportation Divisions merged into one cohesive division. The purpose of this merger was to increase the efficiency of transportation and planning operations, as both divisions' main focus is the physical development of the City. With this merger, the utilization of staff resources has become more efficient, and has created the capacity for the Division to more effectively serve the needs of the community.

The Transportation Section is responsible for the overall transportation-related issues of the City. The emphasis of this Section is on coordinating and facilitating transportation projects and improvements such as commuter rail, regional transit, vehicular traffic, bikeways, demand-responsive and fixed route shuttles, and the interconnection of all transportation modes within the City as well as integration with regional transportation systems. The Transportation Section also administers Proposition A and Proposition C funds allocated to the City by the Los Angeles County Metropolitan Transportation Authority (LACMTA) and other dedicated funds for transportation improvements that are received by the City from grants. In addition, the Transportation Section utilizes Development Impact Fees for Citywide traffic and transportation projects.

The Transportation Program provides two distinct program elements under the BurbankBus. The BurbankBus is a commuter fixed-route program serving both Burbank residents and Burbank employees through five route options, five days per week. The BurbankBus Got Wheels! program provides Burbank youth ages 10-18 years with fixed route service to major youth-oriented destinations during the summer, offering service five days per week through the use of four dedicated vehicles. Additionally, the Transportation program administers the MTA Reduced Monthly Pass Program, available to senior and disabled residents.

The Planning Section is responsible for the coordination of the physical development of the City. Activities include reviewing and processing current planning applications such as planned developments, land subdivisions, variances, conditional use permits and other entitlements. Advance planning responsibilities include maintaining demographic information, updating elements of the General Plan, processing zone text amendments, and implementation of the General Plan and the California Environmental Quality Act (CEQA).

Housing Division

The Housing is comprised of Affordable Housing Programs, and Economic Development. The mission of the Housing Division is to ensure there is a diverse mix of service-enriched housing and to foster a climate that generates jobs, economic and social vitality to support a high quality of life for the entire community.

The Division is also charged with the coordination and management of the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) program funds.

The Division also oversees the administration and management of the Burbank Housing Authority (BHA), and administers the federally-funded Section 8 Housing Assistance Program.

The Division is also responsible for the administration of the City's economic development programs.

FIRE DEPARTMENT

The primary mission of the Burbank Fire Department is to perform fire suppression and rescue work. The Department also provides emergency medical services, coordinates disaster planning, and provides educational and inspection programs for fire prevention. The Department is organized into four divisions.

Fire Suppression Division

The Fire Suppression Division provides personnel and equipment for the suppression of all fires which threaten loss of life and property and is also responsible for the response to and mitigation of all hazardous material incidents.

Emergency Medical Services Division

The Emergency Medical Services Division provides the Paramedic Program and ensures ongoing training and readiness to meet the ever-increasing demands for emergency medicine by the community. In addition, the Paramedics train and certify citizens in life support skills and perform regular fire suppression duties.

Fire Prevention Division

The Fire Prevention Division is charged with reducing the potential for fire through inspections and enforcement of building, fire and safety laws, codes and ordinances, including oversight of weed abatement in the areas closest to the vulnerable local foothills. Safety education programs

are offered to a wide variety of community groups, with special emphasis placed on fire and safety outreach for the local school children. The Division is additionally responsible for administering the Hazardous Materials Disclosure Program.

Disaster Services Division

The Disaster Services Division strives to ensure that the City is a safe place to live and work. This Division develops implements and maintains comprehensive programs to ensure that the City, its employees and the community are ready for a variety of threats, such as earthquakes, hazardous material incidents, brush fires, plane crashes, riots and terrorism. Critical elements of this program include disaster preparedness, hazard mitigation, response procedures and recovery operations.

INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department provides cost effective information services and support to all City departments. The Department also creates and manages an integrated technology infrastructure that is responsive to current and future service demands. Information Technology delivers effective and innovative solutions that meet the City's business needs.

The Department is comprised of three divisions: Administration; Network Management and Technical Services; and, Application Services and Support under the supervision of the Information Technology Director.

Administration Division

This Division is responsible for providing a vision for the organization and developing plans for future technology in the City. Divisional responsibilities include interdepartmental project management and executive level departmental communications, coordination of administrative activities between divisions, as well as budget preparation, purchasing and product license management, and personnel actions.

Network Management and Technical Services Division

This Division is comprised of two sections: Network Management which is responsible for administration and management of the City information networks which includes all technology infrastructure, capacity planning and security; and, Technical Services and Support which is responsible for providing Help Desk support to staff including the deployment of new and replacement equipment.

Application Services and Support Division

This division is comprised of three sections: Application Services which is responsible for all new systems development, database management services, project management and business/technical/requirements analysis for the City; Computer Operations which is responsible for the scheduling and processing of all centrally-run computer processes in support of Citywide and departmental computer systems; and, Geographic Information Systems (GIS) responsible for managing the GIS software, licenses, applications and databases for the digital record of the City's land base and utility networks and providing GIS mapping and analytical services.

POLICE DEPARTMENT

The responsibility of the Burbank Police Department, through both preventive and enforcement efforts, is to maintain social order, minimize crime and traffic problems, and provide police services to the community in a courteous, caring and efficient manner. To accomplish its mission, the Department operates four major divisions: Patrol, Investigation, Administrative Services and Special Operations.

Patrol Division

This Division receives and responds to all calls for emergency services, conducts timely initial investigations and appropriate follow-up, prevents crime through pro-active, directed and non-directed patrols and prepares documentation on all calls for service and police reports. This Division also oversees the City's 911 operation.

Investigation Division

This Division is responsible for follow-up investigation and the gathering of evidence to assist in the prosecution of criminal offenses. This Division also provides services to juveniles, administers the helicopter program, and maintains a jail facility that meets Federal, State and local standards.

Administrative Services Division

This Division entails those services necessary to support the operation of the other divisions in the Department, including the Chief's Office, Community Outreach and Personnel Services, the Professional Standards Bureau, Media Relations, Finance, the Firing Range and Support Services, which incorporates property and evidence, as well as physical plant maintenance.

Special Operations Division

This Division consists of the Traffic/Records Bureaus. The Traffic Bureau provides for safe movement along public thoroughfares by regulating and enforcing pedestrian and vehicular traffic laws, and provides official documentation of traffic accidents. The Records Bureau is responsible for the gathering and disseminating of all confidential information relating to arrests and detention of adults and/or juveniles. This Division also oversees the Animal Shelter, which is responsible for enforcing all laws related to the regulation, care, treatment and impounding of animals, including licensing, inspections, public information programs and operating a full-service facility.

BURBANK WATER AND POWER

Burbank Water and Power (BWP) provide potable and recycled water, electric power and street lighting, and certain communications services to the residents and businesses in the City. BWP is responsible for the generation, production, treatment, purchase, distribution, and sale of electric energy and water. For each of these service functions, BWP provides the necessary planning, design, construction, testing, operations and maintenance services. The Department has five divisions:

Power Supply Division

This Division is responsible for BWP's supply of electricity. The Division develops, operates and builds facilities for the generation and delivery of energy to BWP. The Division acquires power from a diverse number of resources including hydro, natural gas, coal and nuclear-using facilities throughout the West. Much of the development is done through the Southern California Public Power Authority (SCPPA) for better economics. The Division operates the Magnolia Power Plant, a SCPPA project located at the BWP site, as well as BWP local generation. The Division conducts the City's wholesale power marketing efforts to minimize the cost of power through temporary wholesale energy sales to other energy companies. This Division is also responsible for the development of the fiber-optic communication network within the City.

Electric Services Division

This Division is responsible for the planning, engineering, construction, testing, operation and maintenance of electric stations, power lines, service drops and meters. This Division also improves and maintains street lighting within the City, operates and maintains the City's radio and telephone services equipment, does fiber-optic installation and testing, does electrical maintenance for the power plant and water facilities, and operates and maintains the security services for the Department.

Water Division

This Division is responsible for the planning, engineering, construction, operation and maintenance of the City's water production, treatment, boosting, storage and distribution facilities. The distribution facilities include water mains, services, meters, valves and fire hydrants. The Division acquires imported water from the Metropolitan Water District of Southern California to balance Burbank's demand and supply. This Division also operates and maintains the domestic and recycled water systems for the Department.

Customer Service Division

This Division provides customer assistance related to all municipal service accounts and billing information. This Division also provides community support and educational outreach focusing on water and energy conservation efforts, environmental stewardship and the community's youth.

Finance Division

The BWP Finance Division is responsible for financial planning and analysis, financial reporting, auditing, budgeting, energy risk management, Magnolia Power Project accounting and reporting, and ensuring access to capital markets. This Division is also responsible for internal controls for BWP, which ensure the integrity of financial information regarding Department operations, and support operations for the other divisions including warehousing and fleet maintenance.

PUBLIC WORKS DEPARTMENT

The Public Works Department provides for the efficient operation of public works systems in a cost effective and financially-responsible manner, while protecting the environment and responding to the changing needs of citizens. The Public Works Department consists of seven divisions: Administration; Capital Projects; Engineering Design and Construction; Traffic; Fleet and Building Maintenance; Street and Sanitation; and, Water Reclamation and Sewer.

Administration Division

Administration provides administrative, financial, legislative and employee relations support for the Department.

Capital Projects Division

The Capital Projects Division is responsible for coordinating the design and construction of the City's major new municipal facilities.

Engineering Design and Construction Division

The Engineering Design and Construction Division include the Street Design and Construction Section, the Inspection Section, the Permits Section, and the Landfill Engineering and Operations Section. The Street Design and Construction Section is responsible for planning, designing, constructing and monitoring street, alley and sidewalk infrastructure improvements. The Inspection Section oversees all work in the public right-of-way for public safety and adherence to City standards. The Permits Section regulates all work performed in the public right-of-way. The Landfill Engineering and Operations Section, which is part of the Refuse Enterprise Fund, is responsible for the City's refuse disposal operations at the Burbank Landfill No. 3.

Traffic Division

The Traffic Division includes the Traffic Engineering and Design Section, Signs and Painting Section, and Signal Maintenance Section. Traffic Engineering oversees traffic control designs, plan checking and permitting, and neighborhood protection plans. The Signs and Painting Section oversees installation/maintenance of traffic signs, traffic control painting, pedestrian crosswalks, and bikeways. The Signal Maintenance Section oversees the City's Traffic Management Center (TMC) and various Intelligent Transportation System (ITS) devices that include the maintenance/installation of dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection.

Fleet and Building Maintenance Division

The Fleet and Building Maintenance Division maintains and repairs all (except Burbank Water and Power's) City equipment and buildings. The Fleet Services Section repairs a diverse range of conventional and alternate-fueled vehicles and equipment, including the City's demonstration hydrogen fuel station. The Building Maintenance Section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry and painting of 660,000 sq. ft. located within 70 buildings. Custodial Services cleans over 440,000 sq. ft. of occupied space in 25 buildings.

Street and Sanitation Division

The Street and Sanitation Division includes the Road and Parkway Maintenance Section, Weed Abatement Section, Street Sweeping Section and Flood Control Section. Also administered by this Division are the Refuse Collection and Recycling Enterprise Funds. The Roadway and Parkway Maintenance Section consists of three separate repair areas: Asphalt Crew, Concrete Crew and General Maintenance. This section maintains streets, alleys, sidewalks, parking lots, overpasses and underpasses throughout the

City. The Weed Abatement Section is responsible for the City's weed maintenance and administering the weed abatement/weed spraying contract with the County of Los Angeles. The Street Sweeping Section is responsible for sweeping the streets in the industrial, commercial and residential areas of the City. This Section also manages the transportation of debris from street dumping sites to the green waste recycler. The Flood Control Section is responsible for managing the City's flood control efforts.

Water Reclamation and Sewer Division

The Water Reclamation and Sewer Division include the Engineering and Design Section, Industrial Waste Permitting and Inspection Section, Plant Operations and Maintenance Section, and Sewer Maintenance Section. Its functions include issuing sewer permits, establishing sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, State and Federal regulating agencies.

CULTURE AND RECREATION

Two departments of the City are primarily devoted to serving the citizens of the community by providing and maintaining facilities for the encouragement of educational, cultural, social and recreational activities.

LIBRARY SERVICES DEPARTMENT

This Department maintains the Central, Buena Vista and Northwest Branch Libraries. Its mission is to provide access to information, recreation and education through a variety of media. The Library fulfills its commitment to the future by providing stimulating materials and programs that encourage its citizens to become life-long learners. The Burbank Public Library also has a presence on the world-wide web with its own site at www.burbanklibrary.com. The Library Services Department consists of two divisions:

Technical Services Division

This Division includes Technical Processing which acquires, catalogs, and processes library materials, both print and non-print; Automation Services which maintains both the circulation database and the online public access Web-based catalog; and, Library Website Management and Branch Services.

Public Service Division

This Division meets the informational and cultural needs of the community through a variety of resources and programming. It includes senior, adult, children, teen, audio visual services and literacy services.

Special programs geared to target a wide section of the population, from toddlers to senior citizens, are offered year-round through the Programs and Publicity Division. Internet access, including wireless access, computers and electronic databases are available at all library locations. The public can now access the catalog, review their account, renew materials, place holds on materials, receive live homework help and use a variety of reference databases through the library's website, all from the convenience of their own personal computer. The Library serves over one million patrons annually.

PARK, RECREATION AND COMMUNITY SERVICES DEPARTMENT

The Park, Recreation and Community Services Department is responsible for providing well-maintained recreational facilities, and programs and activities designed to meet the recreational, cultural, social and human service needs of the Burbank community. In addition, the Department is responsible for maintenance and improvements of all municipal grounds and parkway trees, as well as the DeBell Golf Course and Par 3 Golf Course. The Department is organized into four divisions: Park Services; Administration; Recreation Services; and, Senior and Human Services.

Park Services Division

The Park Services Division administers three programs: Facility Planning and Development; Forestry Services; and, Landscape Maintenance. The Division maintains public park grounds and landscaped areas, as well as all trees in public parkways and public grounds, and plans and implements the Department's Capital Improvement Program.

The Facility Planning and Development Program conducts the planning and execution of all capital improvement projects related to building and grounds improvements to park facilities, as well as the DeBell Golf Course.

The Forestry Services Program is responsible for the planting, removal and maintenance of all trees in public parkways and on public grounds. There are approximately 33,000 trees for which this program is responsible.

The Landscape Maintenance Program is responsible for maintaining public park grounds and outdoor sports facilities, and all municipal landscaped grounds. In all, a total of thirty parks and facilities, as well as multiple non-park sites, are maintained by personnel in this program, which also has responsibility for the maintenance of all irrigation systems, and providing oversight of the Chemical Spray Crew.

Administration Division

The Administration Division provides administrative leadership and clerical support for all program and service areas. The Division also provides liaison support for the Park, Recreation and Community Services, Senior and Youth Boards; the Advisory Council on Disabilities; Art in Public Places and Child Care Committees as part of its administrative function. This Division administers facility and picnic area group reservations. It also continues to acquire property and develop plans for the new park projects, and manages the Joint Use Agreement with the Burbank Unified School District (BUSD). In addition, this Division monitors contract compliance for the Department's six revenue generating contracts/agreements, and manages the operation agreement for the Temporary Skilled Worker Center.

Recreation Services Division

The Recreation Services Division is responsible for providing and operating programming at the City's three recreation centers, creative arts center, nature center, variety of athletic facilities, and two outdoor pool facilities. This entails overseeing the Department's extensive offering of organized sports programs and activities for youth and adults, as well as providing a varied program of performing, visual and fine arts, and organizing numerous Citywide special events.

The Division provides recreation programs, instructional opportunities, special events and drop-in recreational activities for citizens of all ages at McCambridge, Verdugo, and Olive Recreation Centers, and offers quarterly staff-instructed and contract classes to accommodate more than 11,000 participants annually.

It also offers specialized summer programs to provide sufficient seasonal recreational activities for community youth, coordinates and conducts Citywide celebrations for holiday events and special activities, implements middle school afterschool programs, and special teen programs.

Additionally, the Division implements elementary afterschool programs on a cost-recovery basis; develops and implements a wide range of seasonal organized sports programs for youth and adults; coordinates and facilitates the use of facilities for City and BUSD athletic programs as well as community reservations; plans, coordinates and conducts the annual Starlight Bowl season; provides liaison support to the Burbank Tournament of Roses Association, Burbank on Parade, Burbank Athletic Federation, Burbank Performing Arts Association, Burbank Youth Board, Fine Arts Federation, Walk-of-Fame Committee, Veteran's

Commemorative Committee, Childcare Committee and Mayor's Youth Task Force; and, administers scholarship funding for youth to participate in youth-oriented City programs.

This division also oversees the Connect with your Community programming which focuses on creating opportunities and projects that strengthen the local non-profit and community service agenda. From outreach events to a city-wide Volunteer Program, Connect with Your Community strives to nurture healthy partnerships between city residents, employees, non-profits, service clubs and businesses so we may all have a better place to live, work, and play.

Furthermore, it provides environmental nature program opportunities facilitated through the Stough Canyon Nature Center; provides operational and scheduling support for youth transportation; provides a wide-range of seasonal aquatics programs and special events; oversees contractual lease agreements for Burbank Center Stage, Burbank Little Theatre, and Burbank Tennis Center; and, develops and implements a wide-range of visual and performing arts opportunities for youth and adults through the Creative Arts Center.

Senior and Human Services Division

To enhance the quality of life of Burbank citizens, the Senior and Human Services Division provides senior nutritional programs, senior recreation activities, transportation services for seniors, commuters, youth and the disabled, volunteer opportunities, and information and supportive services. Additionally, this Division provides liaison support for the Senior Citizen Board, the Advisory Council on Disabilities, and the Art in Public Places Committee.

The Division consists of the following six programs: Retired Senior Volunteer Program (RSVP); Supplemental Nutrition Program; Information and Assistance Program; Burbank Transportation Service; Senior Recreation Program; and, Human Services Program.

The Retired Senior Volunteer Program (RSVP) provides for the personnel necessary to recruit, interview, and place senior volunteers in needed areas and programs throughout the City. This program also provides information to the public on available resources and services in the community. In addition, it coordinates a program which trains senior volunteers to be leaders in their community, to take an active roll in educating others about investment and telemarketing fraud, and identity theft.

The Supplemental Nutrition Services Program is responsible for the congregate and home-delivered meals programs. Additionally, the program is responsible for providing some recreation and educational opportunities offered in conjunction with the congregate meal program.

The Information and Assistance Program provides the critical services of collecting, assisting, and disseminating information about senior adult services, and directs callers to an agency or organization that can extend the assistance necessary to resolve the caller's problem or need. The telephone reassurance and visitation programs provide outreach services to those who are in need of social interaction. This program also provides some supportive services.

DEPARTMENTAL ASSISTANCE

Two departments of the City are primarily devoted to serving the citizens of the community by providing services to the departments directly involved in service to the public.

FINANCIAL SERVICES DEPARTMENT

The Financial Services Director administers two divisions: Accounting/Administration and Budget/Purchasing.

Accounting/Administration

This Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This Division is responsible for the development of long-range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/Public Employees Retirement System management, accounts payable, accounts receivable, accounting and financial reporting, as well as managing of internal audits are services found in this Division.

Comment [COB1]:

Budget/Purchasing

This Division is responsible for the overall financial management of the City's revenues and expenditures including the development, preparation, and administration of the annual budget and capital improvement program, and the development of financial forecasts and revenue estimates. This Division is also responsible for the

development, implementation, and centralized control of purchasing and warehouse functions.

MANAGEMENT SERVICES DEPARTMENT

The Management Services Department consists of two divisions: Labor Relations/Human Resources and Risk Management/Safety. The Department provides support services involving a wide range of internal administrative functions to City departments, and plays an integral role in each department's ability to better serve the Burbank community.

Labor Relations/Human Resources Division

This division is responsible for the overview of Labor Relations, Employee Services, and Human Resources.

Labor Relations is responsible for maintaining positive employer-employee relations and negotiating labor contracts with the City's six recognized bargaining units. In addition, this section interprets rules, regulations, and policies pertaining to labor and employment law in order to maintain compliance with State and Federal regulations.

This Division is also responsible for employee training and development as well as Print Communications (reprographics), which assists each department in obtaining a wide range of printing services and materials, using a centralized printing facility.

Employee Services is responsible for working directly with employees, processing employee benefits, and clarifying various issues related to health insurance and retirement benefits. In addition, LiveScan Services provides mandated Department of Justice fingerprinting for background investigation of prospective City volunteers, as well as other outside individuals and agencies. A processing fee is charged for this service.

Human Resources is responsible for centralized recruitment and selection, classification and the administration of the Civil Service System. It also administers the City's Workforce Connection, Youth Employment Programs and coordinates the workforce development activities. The Mail Center, which is managed by this section, is responsible for sorting and delivering United States Postal, private company and inter-office mail.

Risk Management/Safety Division

Comment [COB2]:

This division is responsible for the overview of Risk Management, Worker's Compensation, Liability Claims and Safety.

Risk Management is responsible for assessing and reducing the City's risk and liability. In addition it reviews all medical information, administers the Employee Assistance Program and ensures compliance with the Department of Transportation and Federal Highway Administration testing regulations.

Worker's Compensation is responsible for investigating and resolving all employee injuries.

Liability Claims is responsible for all City insurance needs, including all property, casualty and self-insured programs. In addition, it processes and investigates all citizen liability claims filed against the City.

Safety is responsible for the City's Hazardous Waste Program, including compliance with State and Federal legislation. It also reviews all internal accidents and inspects each City facility to identify and correct potential workplace safety concerns and is responsible for safety and loss control.

CITY BUILDINGS AND FACILITIES

DEPARTMENT	ADDRESS
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ANIMAL SHELTER	1150 N. Victory Pl.
BURBANK WATER & POWER	164 W. Magnolia Blvd.
CITY HALL BUILDING City Attorney City Clerk City Council City Manager City Treasurer Information Technology Reprographics	275 E. Olive Ave.
FIRE DEPARTMENT ADMINISTRATION & MAIN STATION Branch Stations: No. 12 No. 13 No. 14 No. 15 No. 16 Fire Training Center	311 E. Orange Grove Ave. 644 N. Hollywood Way 2713 Thornton Ave. 2305 W. Burbank Blvd. 1420 W. Verdugo Ave. 1600 N. Bel Aire Dr. 1845 N. Ontario St.
JOSYLN ADULT CENTER	1301 W. Olive Ave.
LIBRARY ADMINISTRATION Central Library Buena Vista Library Northwest Library	110 N. Glenoaks Blvd. 300 N. Buena Vista St. 3323 W. Victory Blvd.
ADMINISTRATIVE SERVICES BUILDING Finance Purchasing Management Services Human Resources Workforce Connection Youth Employment/Resources	301 E. Olive Ave.
DEPARTMENT	ADDRESS
COMMUNITY SERVICES BUILDING Community Development Department Administration	150 N. Third St.

Building
License & Code Services
Planning
Transportation
Redevelopment
Housing
Economic Development
Public Works Department
Public Information Office
Park, Recreation & Community Services

PARKS/RECREATION FACILITIES

Abraham Lincoln Park
Bel Aire Ballfield
Brace Canyon Park
Bret Harte Playlot
Colony Theatre
Compass Tree park
DeBell Golf Course & Clubhouse
Par 3
Johnny Carson Park
George Izay Park
Joslyn Adult Center
Maple Tree Playground
Miller Park
McCambridge Park
Mountain View Park
Earthwalk Park
Larry L. Maxam Park
Palm Ballfield
Ralph Foy Park
Robert E. Gross Park
Robert E. Lundigan Park
Robert Ovrom Park
Santa Anita Playlot
Starlight Bowl
Stough Park
Stough Canyon Nature Center
Tuttle Adult Center
Valley Park/Skate Park

300 N. Buena Vista St.
1750 Bel Aire Dr.
2901 Haven Way
3200 W. Jeffries
555 N. Third St.
601 S. Lake Ave.
1500 E. Walnut
1200 Harvard Rd.
400 S. Bob Hope Dr.
1111 W. Olive Ave.
1301 W. Olive Ave.
3820 W. Jeffries Ave.
720 W. Providencia Ave.
1515 N. Glenoaks Blvd.
751 S. Griffith Park Dr.
1922 Grismer St.
3715 Pacific Ave.
1125 E. Orange Grove
3211 W. Victory Blvd.
2800 W. Empire Ave.
2701 Thornton Ave.
601 S. San Fernando
250 W. Santa Anita Ave.
1249 Lockheed View Dr.
1335 Lockheed View Dr.
2300 Walnut Ave.
1731 N. Ontario St.
1625 N. Valley

DEPARTMENT	ADDRESS
Verdugo Park	3201 W. Verdugo Ave.
Vickroy Park	2300 Monterey Ave.
Whitnall Highway Park North	1202 N. Whitnall Highway

Whitnall Highway Park South Wildwood Canyon Park	610 N. Whitnall Highway 1701 Wildwood Canyon
POLICE SERVICES BUILDING	200 N. Third St.
RECYCLING CENTER	500 S. Flower St.
PUBLIC WORKS YARD	124 S. Lake St.
WATER & POWER ADMIN. BUILDING	164 W. Magnolia Blvd.
WATER RECLAMATION PLANT	2 Chestnut St

PHONE DIRECTORY

BURBANK WATER AND POWER

After Hours Water or Power Disruption	238-3778
Electric Services	238-3575
Environmental Affairs	238-3561
Fiber Optic Cabling Services	238-3656
General Manager's Office	238-3550
Conservation	238-3730
Level Pay Program	238-3712
Lifeline Services	238-3722
Read Your Own Meter and Remote Meter	238-3713
Street Lighting	238-3582
Trees – Electric Lines	238-3582
Water and Electric	238-3700
Billing	
Customer Service	
Service Applications	
Water Services	238-3500

CITY ATTORNEY'S OFFICE 238-5700

CITY CLERK'S OFFICE 238-5851

Agenda
 City Council

Housing Authority
 Parking Authority
 Public Financing Authority
 Successor Agency to the Redevelopment Agency
 Youth Endowment Services Fund Board

Elections
 Records- City Official
 Voter Registration

CITY MANAGER'S OFFICE	238-5800
Community Assistance Coordinator	238-5795
Public Information Office	238-5840
Burbank TV	238-5840
Public Information Emergency Hotline	1-800- 994-2842

CITY TREASURER'S OFFICE	238-5880
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COMMUNITY DEVELOPMENT DEPARTMENT

Building Division	238-5220
Air Conditioning	
Building Permits	
Contractor's License	
Heating	
House Moving	
Inspections: Building, Electrical, Plumbing	
Lawn Sprinklers Retaining Walls	
License and Code	238-5280
Advertising Vehicle License	
Amusement and Vending Machine License	
Auction License	
Business Licenses and Permits	
Child Care License	
Code Enforcement	
Garage and Rummage Sale Permits	
Handbill Distribution License	
Liquidation Sales License	
Massage License	
Noise Control	
Parade Permits	
Peddlers and Solicitors License	
Retaining Walls	
Room Additions	
Sandblasting	
Water Heaters, Softeners	

Downtown Burbank	238-5180
Economic Development	238-5198
Housing Division	238-5160
Housing Authority	
Housing Development	
Housing Information and Rental Assistance	
Section 8 Housing Program	
Planning Division	238-5250
Accessory Structures	
Environmental Impact Reports	
Fence Permits	
General Plan	
Guest House Restrictions	
Land Use Studies	
Lot Splits	
Planning Information	
Setback and Yard Requirements	
Sign Requirements	
Subdivisions	
Zone Changes and Information	
Transportation Division	238-5270
FINANCIAL SERVICES DEPARTMENT	238-5500
Accounts Payable	238-5495
Accounts Receivable	238-5500
Budget	238-5500
Bid Opportunities and Purchasing	238-5466
FIRE DEPARTMENT	238-3473
Disaster Preparedness Information	
Information	
Fire Hydrant Repair	238-3500
Emergency	911
Medical Emergencies	
Paramedics	
INFORMATION TECHNOLOGY DEPARTMENT	238-5080
LIBRARY SERVICES DEPARTMENT	

Library Administration	238-5551
Central Library	238-5600
Buena Vista Library	238-5620
Northwest Library	238-5640
Literacy Services	238-5577

MANAGEMENT SERVICES DEPARTMENT

Administration	238-5026
BEST Program	238-5324
Employment Hotline	238-5000
Employment & Human Resources	238-5021
Police Recruit Hotline	238-1800
Work Force Connection	238-5627
Youth Employment	238-5324

PARK, RECREATION & COMMUNITY SERVICES

Adult Center (55+)	
Joslyn Adult Center	238-5353
Tuttle Senior Center	238-5367
Burbank's Art in Public Places	238-5300
Child Care Directory	238-5300
Forestry	238-5304
Park Facilities Information and Permits	238-5300
Recreation Guide	238-5397
Retired Senior Volunteer Program	238-5370
Senior Nutrition Program	238-5357
Sports and Aquatics Programs	238-5330
Starlight Bowl Programs	238-5400
Transportation and Escort Services	238-5360
Youth Recognition Nomination Form	238-5328
Youth Resources	238-5328

POLICE DEPARTMENT

Emergency	911
Non-emergency	238-3000
Animal Shelter	238-3340
Crime Prevention/Community Outreach	238-3230
Film Permits	238-3105
Jail	238-3010
Parking Citations	238-3120
Records	238-3140

PUBLIC WORKS DEPARTMENT

Banner Permits	238-3915
Bulky Item Pickup	238-3950
	238-3805

CNG/Hydrogen Fueling Station	238-3800
Curb Painting	238-3915
Driveway Permit	238-3950
Easements	238-3950
Encroachment Permits	238-3950
Excavations	238-3950
Garbage and Refuse Collection	238-3800
Graffiti Removal	238-3806
House Moving	238-3950
House Numbers	238-3952
Industrial Waste	972-1115
Inspections: Street, Sidewalk, Alley Improvements	238-3955
Parking Permits	238-3915
Property Ownership	238-3950
Recycling Center	238-3900
Sewer	238-3915
Sidewalk/Street Construction, Maintenance	238-3800
Storm Drains	238-3915
Street Signs	238-3977
Street Sweeping	238-3800
Swimming Pools (Draining)	238-3950
Traffic Control (Traffic Engineer)	238-3915
Traffic Signal (Installation)	238-3915
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Weed Abatement, Anti-Litter Program	238-3800

